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MEMORANDUM FOR: Deputy Chief, Executive & Planning Division

SUBJECT : IOS - Administrative  
(Functional Statements)

1. Reference is made to the memorandum of 2 June 1967, requesting a review and updating, as appropriate, of the functional statements of the various IOS components.

2. You will, of course, delete the write-up on Security Records Division (now SR&CD) from the IOS organizational elements and add the functions of the Alien Affairs Staff.

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3. The write-up on the [REDACTED] Affairs Staff, as set forth in the September 1963 statements of functions, still applies and should remain unchanged. Changes in the statements on the field offices, Operational Support Division, and Investigations Division are necessary, and it is requested that you substitute the attached statements for those presently included. [REDACTED]

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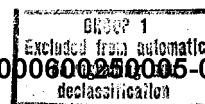
4. Also attached is a functional statement covering the new Special Activities Division which should now be included under the statements involving the IOS Directorate.

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[REDACTED]  
Special Asst. to DDS (IOS)

Attachment

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OPERATIONAL SUPPORT DIVISION

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The Operational Support Division supervises the conduct of [REDACTED] operational support activities required in connection with covert operations and "special inquiries." It furnishes security support, control and guidance to special and sensitive projects of the Agency; conducts security surveys [REDACTED]

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INVESTIGATIONS DIVISION

The Investigations Division directs field investigations for the determination of security acceptability of personnel to be employed by or associated with the Agency; evaluates available information and either approves or recommends disapproval with respect to the security acceptability of various categories of covert personnel. The Investigations Division schedules field investigations, including checks of other government agencies, on all types of personnel of interest to the Agency, including those of interest to proprietary organizations and development projects; monitors the progress of these investigations and gives necessary guidance to the field; evaluates investigative results and other pertinent information regarding persons of covert interest and either approves or recommends disapproval of their use, conducts continual research of organizations and personalities of security significance; gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions and covert projects.

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Deputy Director for Investigations and Operational Support ✓

25X1A The Deputy Director for Investigations and Operational Support assists the Director of Security with the preparation and execution of the Agency security program insofar as it relates to the fields of investigations [REDACTED] and is directly responsible for planning and implementing the investigations and operational support programs through the administration and direction of the Office of Security [REDACTED] 25X1A  
*Also is responsible for conducting certain activities pertaining to the overall alien program -*  
Operational Support Division ✓

25X1A The Operational Support Division supervises the conduct of [REDACTED] operational support activities required in connection with covert operations and "special inquiries". It furnishes security support, control, and guidance to special and sensitive projects of the Agency; conducts security [REDACTED]

Security Records Division ✓

25X1A The Security Records Division provides current and long-range support to the Office of Security by the effective development, management, utilization and protection of security records and by the provision of records research and analysis services; maintains complete and current records and indices of security information on personnel and organizations of interest to the Agency and maintains liaison with other government agencies for the release of personnel security information. It initiates records processing on all overt and covert clearance and operational support requests. It receives, sorts, and distributes incoming correspondence and dispatches all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area

SEC-8  
30 September 1963

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OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)



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